

## Capital Planning Committee Meeting Minutes September 20, 2018

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In attendance were:	Joseph Barr Ida Cody Charlie Foscett Phyllis Marshall-Hartman Sandy Pooler Brian Rehrig Barbara Thornton Timur Yontar (left at 6:45pm)
Not in attendance:	Stephen Andrew John Danizio Chris Moore Amy Fidalgo, Management Analyst

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**Meeting Opened:** Charlie Foscett called the meeting to order at 5:05pm. The minutes of the meetings of March 1, 2018 and March 8, 2018 were unanimously approved.

**Meeting Schedule:** The Committee discussed the meeting schedule that had been distributed. The meeting on November 27<sup>th</sup> was moved to November 29<sup>th</sup>. Joe Barr noted that he could not make the meeting on October 4<sup>th</sup> but would see if he could participate remotely. Phyllis Marshall-Hartman noted that she can't make the meeting of November 29<sup>th</sup> but could likely participate remotely. A new meeting schedule will be prepared and distributed at the next meeting.

**Changes in Town Leadership:** Charlie Foscett and Sandy Pooler discussed changes in Town leadership that impact the Committee, including the appointment of Ida Cody as Comptroller and Phyllis Marshall-Hartman as Treasurer. In addition, John Danizio has announced that he will be leaving the School Department at the beginning of December.

**Election of Officers:** Following brief discussion, Charlie Foscett was elected as chair, Brian Rehrig was elected as Vice Chair, and Timur Yontar was elected as Secretary. All votes were unanimous.

**Subcommittee Organization:** Charlie Foscett discussed the structure and past practice of the Subcommittees, including how Department Heads that are on the committee should not be directly reviewing their own capital budgets, and making sure that citizen members are evenly divided up amongst the different subcommittees. Charlie Foscett then proposed the updated subcommittee structure that was included in the meeting materials. Barbara Thornton suggested that another member be added to the Administration Subcommittee given the number of departments to be reviewed. Phyllis Marshall-Hartman agreed to serve on that subcommittee, while remaining on the Public Works/Recreation Subcommittee.

**Member Terms:** Charlie Foscett described the agreement with the Town Moderator to establish set terms for the members of the Committee, as shown in the meeting materials. The Committee will also begin tracking these terms so that members can be reappointed or new members appointed on an appropriate schedule. Barbara Thornton also mentioned that members of the Committee need to regularly complete

the state ethics training online, and Amy Fidalgo subsequently sent additional information to the Committee via email.

**Software Subcommittee:** The Software Subcommittee made up of Barbara Thornton, Brian Rehrig, and Chris Moore is continuing to work on improving the software used by the Committee. Brian Rehrig offered to meet with Phyllis Marshall-Hartman to explain the database that the Committee had created to track and forecast debt service. This also led to a discussion of the different debt service tracking tools used by the Committee and the Treasurer, and identified a need to reconcile numbers between the Treasurer and the Comptroller. Charlie Foskett described the use of the PeopleForms database to track capital budget requests, and Brian Rehrig indicated that although the Subcommittee is continuing to look at potential software improvements, no changes are planned this year and the Committee will continue to use PeopleForms. Sandy Pooler said that the Committee members could either access the PeopleForms database online, or staff could print out specific capital requests for members. Brian Rehrig and Charlie Foskett encouraged the Committee members to use the notes field in PeopleForms to keep track of their comments and modifications for each capital budget request.

**Review of FY2019 Capital Status:** Charlie Foskett summarized some highlights from the FY2019 capital budget, including the increase in the PC budget for Arlington Public Schools and an increase in the sidewalk construction budget. Charlie Foskett also provided a summary of the three capital categories: bond, cash, and other (off balance sheet items), and the 5% rule for yearly cash and debt service capital expenditures. He also provided Committee members with an overview of the process for developing the capital budget, including how this relates to the Community Preservation Act Committee and their decision-making process. Ida Cody agreed to prepare a report on unexpended capital balances from prior years, organized by department and fiscal year.

**Major Construction Projects:** Charlie Foskett and Sandy Pooler provide an update on major construction projects:

- Stratton School: school is occupied, working on resolving outstanding issues including the need to replace doorway canopies that were not replaced as part of the overall project.
- Gibbs School: school is occupied with minor punch list items being addressed; initial reports indicate that the lack of a dehumidification system in the gym is a problem.
- Hardy School: construction of addition is ~55% complete and occupancy is expected in January 2019; the playground is ready to open.
- Thompson School: work complete and modular classrooms removed.
- Community Safety Building: work complete; figuring out how excess funds can be used or returned.
- Disabled American Veterans Building: purchase and sale agreement is in place.
- Mystic Bridge: grant is available, but project is not currently able to move forward due to design issues.
- Arlington High School: school building committee is looking to identify the budget number that is reasonable, since there is a general feeling that the currently \$308M is too high.
- Department of Public Works: the project is looking to see how much town administrative space can be accommodated in this building, particularly given need to move some administrative functions out of the high school. Facility design is moving forward, but is delayed due to space conflicts with the high school project. Sandy Pooler also noted that the cost estimate has risen to ~\$26M.

**Adjournment:** The meeting was unanimously adjourned at 7:05pm.